

STATINTL

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180011-3

Next 1 Page(s) In Document Exempt

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CROSS REFERENCE SHEET

Office of Logistics Records Control Schedule 3400
Office of the Director

Old Schedule (Jun 69) Item	New Schedule (Nov 73) Item
1	1
2	2
3 deleted transferred to schedule 3400.01	
4	3
5	4 New item
	5

Office of Logistics Records Control Schedule 3400.01
Executive Office

Old Schedule (Jun 69) Item	New Schedule (Nov 73) Item
1 deleted - to be incorporated in another schedule (in draft stage)	
2	1
	2 thru 5 New items (Item 5 was previously item 3 in 3400)

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180011-3 Administrative - Internal Use Only		SCHEDULE NO. 3400-73 CONFIDENTIAL
OFFICE, DIVISION, BRANCH Office of Logistics, Office of the Director		SIGNATURE [REDACTED] DATE 14 NOV 1973 TITLE Director of Logistics
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)
1.	<u>Chrono Files</u> Copies of memoranda and documents originated, signed, concurred, or approved by the Director or Deputy Director of Logistics. Filed chronologically. (Not official files).	Temporary. Cut off at end of calendar year. Retain 1 year and destroy.
2.	<u>General Personnel Data</u> Various documents pertaining to OL personnel, such as recommendations for assignment, promotion, QSI's, conduct, retirement, and papers of a general personnel nature.	Temporary. Retain for reference purposes 1 year and destroy. Originals or official papers are sent to P&TS for incorporation in official files. See Schedule 3402.
3.	<u>General - Project Files</u> Files consist of all documentation, background material, working papers, drafts, related papers, etc., on current projects being worked on or monitored by the D/L and DD/L.	Temporary. Upon completion or termination of the project, official files and papers are forwarded to appropriate Staff or Division responsible for the project. Balance of material to be destroyed.
4.	<u>KY-3 Files</u> File consists of cards, directory, operating manual, crypto accountability records, etc. used in connection with the operation of the KY-3.	Temporary. Destroy when superseded or no longer needed. (Document is office of record) RD 11-27-73
Administrative - Internal Use Only		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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5.	<u>Reference Material</u> a. Various publications, pamphlets, books, directories, etc. used for ready reference. b. <u>OGC Reference Material</u> Law books and other publications used by the representative of the Office of General Counsel in administering the legal aspects of logistics matters.	Administrative - Internal Use Only	Temporary. Destroy when superseded or no longer needed. Temporary. Destroy when superseded or no longer needed.
Administrative - Internal Use Only			

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180011-3 Administrative - Internal Use Only		SCHEDULE NO. 3400.01 CONCURRENCE
OFFICE, DIVISION, BRANCH Office of Logistics, Executive Office		SI [REDACTED] INTL TITLE Director of Logistics DATE 14 NOV 1973
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)
1.	<u>Chrono Files</u> Copies of memoranda and other documents prepared by the Executive Office used for ready reference.	Temporary. Cut off at end of each calendar year. Retain 1 year and destroy.
2.	<u>Administrative Files</u> Files containing material on Ames Center parking spaces, Blood Donor program, Band Drives, etc.	Temporary. Retain a 1-year level, destroy balance.
3.	<u>Weekly Activity Reports</u> Copies of weekly activity reports submitted to the DD/M&S.	Temporary. Retain in current file area 6 months then forward to R&S Branch for incorporation in D/L official files. (See schedule 3400.02 Item 1)
4.	<u>Project Working Files</u> Files consist of all documentation, background material, working papers, drafts, etc. on current projects and studies being handled and monitored by the EO, AEO and SA/D/L.	Temporary. Upon completion or termination of the project, official files are either incorporated in the D/L files maintained in R&S Br. or forwarded to appropriate Staff or Division responsible for the project. Balance of material to be destroyed.
5.	<u>Document Control Files</u> Form 238 "Document Control Ticket" used as a log to record receipt, routing, control and dispatch of all incoming and outgoing correspondence in the Executive Office and the Office of the Director.	Temporary. Cut off at end of calendar year. Retain 1 year and destroy.

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SECRET

SCHEDULE NO. 00180011-3 34-69-A

OFFICE, DIVISION, BRANCH

Office of Logistics, Executive Office

SIGNATURE

CONCURRENCE

25X1A

Signed: [Redacted] Director of Logistics

DATE

19 JUN 1969

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
6.	<u>Employees' Suggestions</u> a. Copies of comments, memoranda, etc. regarding employees' suggestion. Filed by suggestion number. 1967 - 1969. b. Log of employees' suggestions received, subject, to whom assigned for evaluation, etc.	0.5 0.1	Temporary. Cut off at the end of each year. Retain two years and destroy. 65-178-12 Temporary. Cut off at the end of each year. Retain two years and destroy. 65-178-12
7.	<u>Chrono Files</u> Copies of memoranda and other documents prepared by the Executive Office used for ready reference. 1968 - 1969.		Temporary. Cut off each three months. Retain six months and destroy.

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET